



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0023

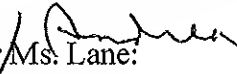
JOHN ELIAS BALDACCI
GOVERNOR

ANGELA R. FAHERTY, Ph.D.
ACTING COMMISSIONER

July 23, 2010

Andrea Lane
Elan School
PO Box 578
Poland, ME 04274

RE: 2010-2011 Private School Approval Certificate

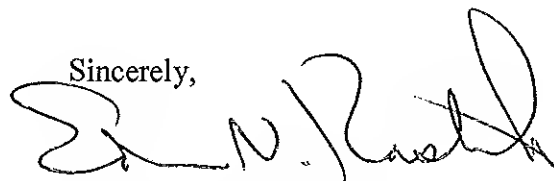
Dear  Ms. Lane:

Enclosed you will find your Special Purpose Private School "Certificate of School Approval" for the period September 1, 2010 to August 31, 2011.

Should you have any questions or if the certificate requires revision, you may reach me by e-mail at edwin.kastuck@maine.gov or by phone at (207) 624-6776.

Thank you.

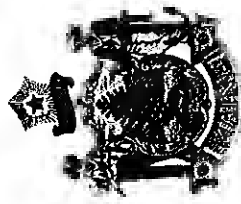
Sincerely,



Edwin N. Kastuck, Ph.D.
School Approval Services

Enclosures

STATE OF MAINE DEPARTMENT OF EDUCATION



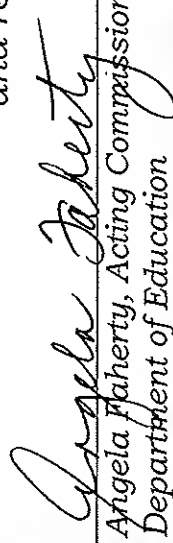
Certificate of School Approval


This certifies that

Elan School

located in Poland, ME is approved as a Special Purpose Private
Elementary/Secondary School (Grades 8-12),
for the period September 1, 2010 to August 31, 2011.

This certificate approves the above named school for attendance purposes
for the period specified in accordance with the statutes
and regulations of the State of Maine.


Angela Faherty, Acting Commissioner
Department of Education


Edwin N. Kastuck, Ph.D.
School Approval Specialist

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID 8215

EATING PLACE AND CATERING 160 Seats (indoors)

ELAN SCHOOL
PO BOX 578
POLAND ME 04274-0578

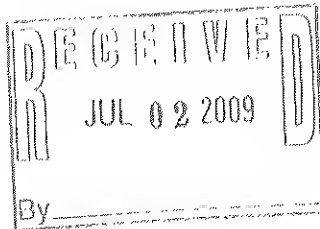
ISSUED
6/19/2009
EXPIRES
7/20/2010

ELAN THREE CORP.
ELAN SCHOOL
70 # 5 RD OFF COLBATH
POLAND

BRENDA M. HARVEY
COMMISSIONER
\$175.00

10216

NON-TRANSFERABLE



STATE OF MAINE
DEPARTMENT OF EDUCATION
Annual School Approval Report
SPECIAL PURPOSE PRIVATE SCHOOL

DOE Use Only

2010-2011

SPECIAL PURPOSE PRIVATE SCHOOLS SEEKING BASIC SCHOOL APPROVAL IN ACCORDANCE WITH TITLE 20-A M.R.S.A. SECTIONS 2901-2906 AND SECTIONS 2951-2955 AND OTHER APPLICABLE REQUIREMENTS MUST SUPPLY THE INFORMATION REQUESTED IN THIS RENEWAL APPLICATION.

Person Completing Form: Marilyn Hawley Phone: 207-998-4666 ex 140

PART I: GENERAL INFORMATION

1. Name of School Elan School Phone: 207-998-4666
2. Location 70# Erie Road Poland Maine 04274
(Street/Route) (Town/City) (Zip)
3. Mailing Address PO Box 57 Poland Maine 04274
(P. O. Box/Street/Route) (Town/City) (Zip)
4. Primary Contact(s): Email: al@elan.pvt.k12.me.us FAX: 207-998-9060
5. Name of head of school for school year 2010-11 Andrea Lane
6. Type of School: (check as many as apply)
 - a. Elementary Only ☐
 - b. Middle/High School Only ☒
 - c. Intermediate Only ☐
 - d. Elementary/Secondary Combined ☐
 - e. Middle School Only ☐
 - f. High School Only ☐
 - g. Receiving public tuition students - must be nonsectarian, be incorporated under the laws of the State of Maine or of the United States, and be in compliance with the tuition charges, contracts and other aspects of schooling privileges arranged between a private school and school administrative unit as well as reporting and auditing requirements contained in Title 20-A M.R.S.A. Sections 2951-2955. ☒
7. Grade span(s) and disabilities served 8-12
8. Total enrollment as of April 1, 2010 40

CERTIFICATE

I certify that the written statements herein are complete, true, and correct, and that I am authorized to represent the school submitting this report.

6/1/2010
(Date)

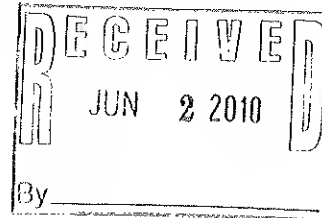
Steve McDermott
(Signature of Head Administrator)

For assistance call:

Edwin N. Kastuck, Ph.D.
(207) 624-6776
(207) 624-6601 FAX
e-mail: edwin.kastuck@maine.gov

**PLEASE RETURN ORIGINAL AND
ACCOMPANYING DOCUMENTATION TO:**
Edwin N. Kastuck, Ph.D.
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023

DUE NO LATER THAN July 1, 2010



PART IV: INSTRUCTIONAL TIME/CURRICULUM

1. INSTRUCTIONAL TIME

- a. The school calendar provides for at least 175 days of instructional days during 2010-11. YES NO
 Attach the adopted school calendar for 2010-2011, stating the number of instructional days, indicating any in-service days, emergency days, and the graduation date for seniors (if appropriate).
- b. The school provides at least 25 hours per week of instruction to each student. YES NO
- c. The school provides a Monday-Friday week of instruction to each student. YES NO
 (IF NO, Please explain)
 Provide a typical weekly master schedule showing subjects, teachers, and time allocations.

2. CURRICULUM

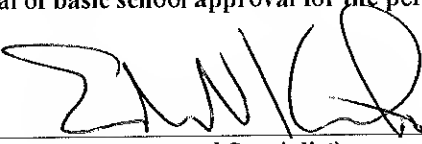
- a. Elementary – The school provides a sequential course of studies for all students as specified in Title 20-A M.R.S.A. Section 2902 [3] and [4] including a basic curriculum aligned with the system of *Learning Results* and Sections 4701, 4706 and 4711 as follows:
- | | | |
|---|-----|----|
| 1. English language arts | YES | NO |
| 2. social studies | YES | NO |
| 3. instruction in American history, Maine studies and Maine Native American History | YES | NO |
| 4. science and technology | YES | NO |
| 5. mathematics | YES | NO |
| 6. health education including physiology and hygiene | YES | NO |
| 7. visual and performing arts | YES | NO |
| 8. physical education | YES | NO |
| 9. world language | YES | NO |
| 10. career preparation | YES | NO |
- b. Secondary – The school provides instruction as specified in Title 20-A M.R.S.A. Section 2902 [3] and [4] including a basic curriculum aligned with the system of *Learning Results* and Sections 4701, 4704, 4706, 4722, 4723 and 4724 as follows:
- | | | |
|---|------------|----|
| 1. Four years of English | <u>YES</u> | NO |
| 2. Two years of social studies and history, including American history and government and grades 7-8) | <u>YES</u> | NO |
| 3. Two years of science (including at least one year of laboratory study) and technology, including computer skills instruction | <u>YES</u> | NO |
| 4. Two years of mathematics | <u>YES</u> | NO |
| 5. One year of fine arts (which may include art, music, forensics or drama) | <u>YES</u> | NO |
| 6. Health and physical education including physiology and hygiene. | <u>YES</u> | NO |

- | | | | |
|----|--|-----|----|
| 2. | Please provide documentation that the education administrator for the program possesses licensure either as a Special Education Administrator or as a Special Educator, has a minimum of a Masters Degree in Special Education or related field and has a minimum of one year of administrative experience. Department of Education Regulation 101, Section XII .2.A(I) (h). | YES | NO |
| 3. | Please provide documentation of staff orientation and training that is consistent with the needs of the children served by the school and provides an average of at least two hours per month of relevant training of all staff including non-professional staff. Department of Education Regulation 101, Section XII.2 (A) (1) (d). | YES | NO |

PLEASE DO NOT WRITE BELOW THIS LINE - FOR DOE USE ONLY

This is a complete and acceptable report and the school is granted a renewal of basic school approval for the period commencing September 1, 2010 and ending August 31, 2011.

6 / 10 / 10
(Date)


(School Approval Specialist)

Please submit required documentation to:

Edwin N. Kastuck, Ph.D.
Maine Department of Education
23 State House Station
Augusta, Maine 04333-0023



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0023

JOHN ELIAS BALDACCI
GOVERNOR

SUSAN A. GENDRON
COMMISSIONER

July 10, 2009

Frank McDermott
Elan School
PO Box 578
Poland Spring, ME 04274

RE: 2009-2010 Private School Approval Certificate

Dear Mr. McDermott:

Enclosed you will find your Special Purpose Private School "Certificate of School Approval" for the period September 1, 2009 to August 31, 2010.

Should you have any questions or if the certificate requires revision, you may reach me by e-mail at edwin.kastuck@maine.gov or by phone at (207) 624-6776.

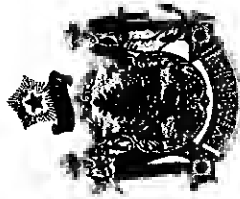
Thank you.

Sincerely,

Edwin N. Kastuck, Ph.D.
School Approval Services

Enclosures

STATE OF MAINE DEPARTMENT OF EDUCATION




Certificate of School Approval


This certifies that

Elan School

located in Poland Spring, ME, is approved as a
Special Purpose Elementary/Secondary School (Grades 8-12),
for the period September 1, 2009 to August 31, 2010.

This certificate approves the above named school for attendance purposes
for the period specified in accordance with the statutes
and regulations of the State of Maine.


Susan A. Gendron, Commissioner
Department of Education


Edwin N. Kastuck, Ph.D.
School Approval Specialist

STATE OF MAINE
DEPARTMENT OF EDUCATION
Annual School Approval Report
SPECIAL PURPOSE PRIVATE SCHOOL

DOE Use Only

2009-2010

SPECIAL PURPOSE PRIVATE SCHOOLS SEEKING BASIC SCHOOL APPROVAL IN ACCORDANCE WITH TITLE 20-A M.R.S.A. SECTIONS 2901-2906 AND SECTIONS 2951-2955 AND OTHER APPLICABLE REQUIREMENTS MUST SUPPLY THE INFORMATION REQUESTED IN THIS RENEWAL APPLICATION.

Person Completing Form: Marilyn Hawley Phone: 998-4666 ext. 140

PART I: GENERAL INFORMATION

1. Name of School Elan School Phone: 207-998-4666
2. Location # 5 Road Poland 04274
(Street/Route) (Town/City) (Zip)
3. Mailing Address P.O. Box 578 Poland 04274
(P. O. Box/Street/Route) (Town/City) (Zip)
4. Primary Contact(s): Email: fratty@elan.pvt.k12.me.us FAX: 998-9060
5. Name of head of school for school year 2009-10 _____
6. Type of School: (check as many as apply)
 - a. Elementary Only _____
 - b. Middle/High School Only ☒
 - c. Intermediate Only _____
 - d. Elementary/Secondary Combined _____
 - e. Middle School Only _____
 - f. High School Only _____
 - g. *Receiving public tuition students - must be nonsectarian, be incorporated under the laws of the State of Maine or of the United States, and be in compliance with the tuition charges, contracts and other aspects of schooling privileges arranged between a private school and school administrative unit as well as reporting and auditing requirements contained in Title 20-A M.R.S.A. Sections 2951-2955. _____
7. Grade span(s) and disabilities served 8-12
8. Total enrollment as of April 1, 2009 62

CERTIFICATE

I certify that the written statements herein are complete, true, and correct, and that I am authorized to represent the school submitting this report.

6/23/09

(Date)

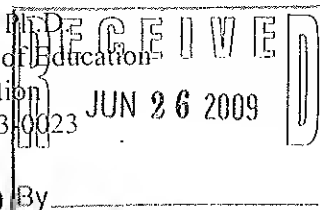
Frank McJannet
(Signature of Head Administrator)

For assistance call:

Edwin N. Kastuck, Ph.D.
(207) 624-6776
(207) 624-6601 FAX
e-mail: edwin.kastuck@maine.gov

PLEASE RETURN ORIGINAL AND
ACCOMPANYING DOCUMENTATION TO:

Edwin N. Kastuck, Ph.D.
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023



DUE NO LATER THAN July 1, 2009

SPECIAL PURPOSE PRIVATE SCHOOL ANNUAL REPORT

DIRECTIONS: This form is required of each school as an annual report on the school's operation and educational program. A response to all indicators is required and must be supplied for a valid report, unless otherwise indicated. Failure to demonstrate applicable school approval standards can lead to the revocation of school approval status.

PART II: LEGAL STATUS/ORGANIZATION

1. Name of the person(s) or organization(s) which serve(s) as the legal owner(s) of the school

2. Is the school nonsectarian? ☒ YES ☐ NO
3. Does the school have tax exempt status? ☐ YES ☒ NO
4. Is the school or its legal owner(s) incorporated in the State of Maine? ☒ YES ☐ NO
5. Please attach a copy of the State of Maine incorporation document.

PART III: HEALTH AND SAFETY REQUIREMENTS

1. BUILDING STANDARDS

Please submit documentation for the following items (a) through (g) (a signed communication stating the nature and date of the inspection and the official completing the inspection is sufficient):

- a. The State Fire Marshal or your local municipal fire department approved your school facilities within the last five years; ☒ YES ☐ NO
- b. Your school is in compliance with the State plumbing code; ☒ YES ☐ NO
- c. Each room used for instructional purposes has sufficient air changes and air temperature to produce healthful conditions; ☒ YES ☐ NO
- d. The school has a comprehensive All Hazards Emergency Management Plan including bomb threat policies and protocols which are clearly understood by faculty, staff, students, and parents; ☒ YES ☐ NO
- e. If your school has been inspected by other officials under State or municipal health, safety, building code or similar ordinances or regulations, include the reason for this being done; YES ☒ NO
- f. Does your school include a kitchen for preparation of meals?
IF YES, please provide documentation that the kitchen has been approved by the Department of Health and Human Services for compliance with applicable regulations within the last twelve months (Maine Department of Health and Human Services Regulation 200); ☒ YES ☐ NO
- g. Does your school obtain water from a private source?
IF YES, please attach documentation that the water has been tested and found acceptable by the Department of Health and Human Services within the last twelve months. ☒ YES ☐ NO

2. OTHER HEALTH RELATED REQUIREMENTS

Please attach documentation for the following items (a) through (d):

- a. The school requires that all students are immunized against the common childhood diseases in accordance with Title 20-A M.R.S.A. Sections 6352-6359;

- b. School health services and the services of a school nurse and school physician are available;
- c. Student medications are administered in accordance with Title 20-A M.R.S.A. Section 254, [5] and Maine Department of Education Regulation Chapter 40;
- d. Health screening is conducted in accordance with Title 20-A M.R.S.A. Sections 6451-6454 and Maine Department of Education Regulation Chapter 45.

PART IV: INSTRUCTIONAL TIME/CURRICULUM

1. INSTRUCTIONAL TIME

- a. The school calendar provides for at least 175 days of instructional days during 2009-10. YES NO

Attach the adopted school calendar for 2009-2010, stating the number of instructional days, indicating any in-service days, emergency days, and the graduation date for seniors (if appropriate).

- b. The school provides at least 25 hours per week of instruction to each student. YES NO
- c. The school provides a Monday-Friday week of instruction to each student. YES NO
(IF NO, Please explain)
Provide a typical weekly master schedule showing subjects, teachers, and time allocations.

2. CURRICULUM

- a. Elementary – The school provides a sequential course of studies (enclose a curriculum outline) for all students as specified in Title 20-A M.R.S.A. Section 2902, [3] and [4] including a basic curriculum aligned with Maine Regulation 132: *Learning Results*, Parameter s of Essential Instruction and Sections 4701, 4706 and 4711 as follows:

1. English language arts	YES	NO
2. Social studies, including instruction in American history, Maine studies and Maine Native American History	YES	NO
3. Science and technology	YES	NO
4. Mathematics	YES	NO
5. Health education and physical education	YES	NO
6. Visual and performing arts	YES	NO
7. World languages	YES	NO
8. Career and educational development	YES	NO

- b. Secondary – The school provides instruction (enclose a curriculum outline) as specified in Title 20-A M.R.S.A. Section 2902, [3] and [4] including a basic curriculum aligned with Maine Regulation 132: *Learning Results*, Parameter s of Essential Instruction and graduation requirements and Sections 4701, 4704, 4706, 4722, 4723 and 4724 as follows:

1. Four years of English	<u>YES</u>	NO
2. Two years of social studies and history, including American history and government and grades 7-8)	<u>YES</u>	NO
3. Two years of science (including at least one year of laboratory study) and technology	<u>YES</u>	NO
4. Two years of mathematics	<u>YES</u>	NO
5. One year of fine arts (which may include art, music, forensics or drama)	<u>YES</u>	NO
6. One half-year of health and one year of physical education	<u>YES</u>	NO

PART V: RECORDS/RECORD KEEPING/NOTES

- | | | | |
|-----|--|------------|----|
| 1. | The school maintains a daily written attendance record for each student. | <u>YES</u> | NO |
| 2. | The school files a certificate of attendance showing the enrollment of students with the superintendent of each student's school unit of residence within two weeks of the start of the school year. | <u>YES</u> | NO |
| 3. | The school notifies the superintendent of schools of the student's school unit of residence when a student withdraws from the school, is expelled or is habitually truant from school. | <u>YES</u> | NO |
| 4. | Copies of student records are stored in fire proof files or duplicated and stored in a different building. | <u>YES</u> | NO |
| 5. | Student academic reports are sent to parents at least quarterly. | <u>YES</u> | NO |
| 6. | Records on the immunization of each student are kept as part of the permanent student records (Title 20-A M.R.S.A. Section 2902 [1]). | <u>YES</u> | NO |
| 7. | Student records are forwarded immediately to other approved schools when a student transfers (Title 20-A M.R.S.A. Section 2902 [8]). | <u>YES</u> | NO |
| 8. | In the event the school closes, the school will make arrangements to transfer all student records to the superintendent of schools in the administrative unit where the school is located. | <u>YES</u> | NO |
| 9. | Parents (or guardians) have access upon request to student records concerning their minor child(ren). | <u>YES</u> | NO |
| 10. | Parents are made aware of their rights according to the Family Educational Rights and Privacy Act (FERPA). | <u>YES</u> | NO |

PART VI: MISCELLANEOUS INFORMATION / UPDATE

1. If there has been a significant change since submission of the last annual report in any of the following, please describe the changes on an attached sheet:
 - a. Programs of study, including testing and evaluation procedures, curriculum changes, course changes, and educational goals
 - b. Physical facilities
 - c. Professional staff
2. Please submit the school's policy regarding the use of timeout including length of time a student may be kept in timeout, a description of those locations where timeout may occur and a policy for recording each incident leading to timeout including the length of time spent in timeout.
3. Please submit a policy regarding the school's use of therapeutic restraints.

PART VII: ADDITIONAL INFORMATION

1. Does the school have written agreement(s) with the placement school administrative unit(s), stating that the placement school(s) will recognize work completed at the special purpose private school and issue credits from the placement school administrative unit(s)? If yes, please attach a copy of the written agreement. YES NA
 2. Does the school have a written agreement(s) with the placement school administrative unit(s), stating that secondary education students will receive a diploma from the placement school administrative unit(s)? If yes, please attach a copy of the written agreement. YES NA
- Very seldom will a student return to sending school*

PART VIII: SCHOOL STAFF

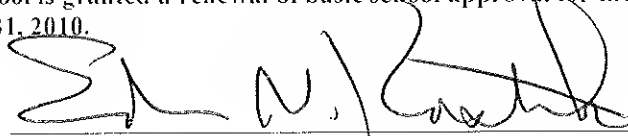
- | | | | |
|----|--|------------|----|
| 1. | All staff are appropriately registered, licensed or certified as special education professionals for their job titles. (Please provide a list of all staff members including their job titles, job responsibilities and a copy of their current registration, license or certification as appropriate). (Title 20-A M.R.S.A. Section 2902[5] and Section 2907[F], Department of Education Regulation Chapter 101 Section XII [2] [A] [1] [c]). | <u>YES</u> | NO |
|----|--|------------|----|

2. Please provide documentation that the education administrator for the program possesses licensure either as a Special Education Administrator or as a Special Educator, has a minimum of a Masters Degree in Special Education or related field and has a minimum of one year of administrative experience. Department of Education Regulation Chapter 101, Section XII (2) (A) (1) (h). ☒ YES ☐ NO
3. Please provide documentation of staff orientation and training that is consistent with the needs of the children served by the school and provides an average of at least two hours per month of relevant training of all staff including non-professional staff. Department of Education Regulation Chapter 101, Section XII (2) (A) (1) (d). ☒ YES ☐ NO

PLEASE DO NOT WRITE BELOW THIS LINE - FOR DOE USE ONLY

This is a complete and acceptable report and the school is granted a renewal of basic school approval for the period commencing September 1, 2009 and ending August 31, 2010.

2/7/09
(Date)


(School Approval Specialist)

Please submit required documentation to:

Edwin N. Kastuck, Ph.D.
Maine Department of Education
23 State House Station
Augusta, Maine 04333-0023



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0023

JOHN ELIAS BALDACCI
GOVERNOR

SUSAN A. GENDRON
COMMISSIONER

November 25, 2008

Frank McDermott
Elan School
P.O. Box 578
Poland, ME 04274

RE: 2008-2009 Private School Approval Certificate

Dear Mr. McDermott:

Enclosed you will find your Special Purpose Private School "Certificate of School Approval" for the period September 1, 2008 to August 31, 2009.

Should you have any questions or if the certificate requires revision, you may reach me by e-mail at edwin.kastuck@maine.gov or by phone at (207) 624-6776.

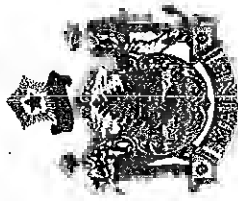
Thank you.

Sincerely,

Edwin N. Kastuek, Ph.D.,
School Approval Services

Enclosures

STATE OF MAINE DEPARTMENT OF EDUCATION




Certificate of School Approval

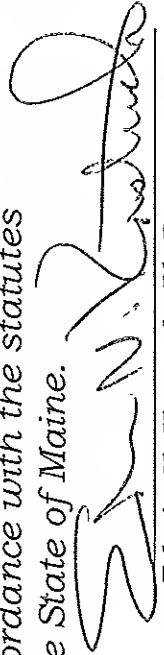
This certifies that

Elan School

located in Poland, ME, is approved as a
Special Purpose Elementary/Secondary School (Grades 8-12),
for the period September 1, 2008 to August 31, 2009.

This certificate approves the above named school for attendance purposes
for the period specified in accordance with the statutes
and regulations of the State of Maine.


Susan A. Gendron, Commissioner
Department of Education


Edwin N. Kastuck, Ph.D.
School Approval Specialist

STATE OF MAINE
DEPARTMENT OF EDUCATION
Annual School Approval Report
SPECIAL PURPOSE PRIVATE SCHOOL

DOE Use Only

2008-2009

SPECIAL PURPOSE PRIVATE SCHOOLS SEEKING BASIC SCHOOL APPROVAL IN ACCORDANCE WITH TITLE 20-A M.R.S.A. SECTIONS 2901-2906 AND SECTIONS 2951-2955 AND OTHER APPLICABLE REQUIREMENTS MUST SUPPLY THE INFORMATION REQUESTED IN THIS RENEWAL APPLICATION.

Person Completing Form: Manelyn Hawley Phone: 207-998-4666 ex 140

PART I: GENERAL INFORMATION

1. Name of School Elan School Phone: 207-998-4666
2. Location # 70 Number 5 Rd. P.O. Box 578 Poland Spring 04256
(Street/Route) (Town/City) (Zip)
3. Mailing Address P.O. Box 578 04256
(P. O. Box/Street) (Zip)
4. Primary Contact(s): Email: fr 207-998-9060
5. Name of head of school for school: mott
6. Type of School: (check as many as apply)
- | | |
|---|-------------------------------------|
| a. Elementary Only | <input type="checkbox"/> |
| c. Intermediate Only | <input type="checkbox"/> |
| e. Middle School Only | <input type="checkbox"/> |
| g. Receiving public tuition student from the State of Maine or of the United States and other aspects of school contracts and other aspects of school administrative unit as well as Title 20-A M.R.S.A. Sections 2951-2955 | <input checked="" type="checkbox"/> |
7. Grade span(s) 8-12
8. Total enrollment as of April 1, 2008 71

CERTIFICATE

I certify that the written statements herein are complete, true, and correct, and that I am authorized to represent the school submitting this report.

11/04/2008
(Date)

Frank McDermott

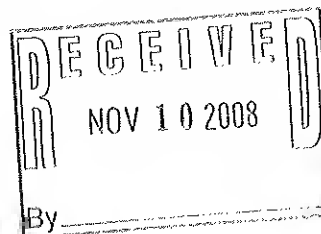
(Signature of Head Administrator)

For assistance call:

Edwin N. Kastuck, Ph.D.
(207) 624-6776
(207) 624-6700 FAX
e-mail: edwin.kastuck@maine.gov

PLEASE RETURN ORIGINAL AND
ACCOMPANYING DOCUMENTATION TO:
Edwin N. Kastuck, Ph.D.
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023

DUE NO LATER THAN OCTOBER 17, 2008



SPECIAL PURPOSE PRIVATE SCHOOL ANNUAL REPORT

DIRECTIONS: This form is required of each school as an annual report on the school's operation and educational program. A response to all indicators is required and must be supplied for a valid report, unless otherwise indicated. Failure to demonstrate applicable school approval standards can lead to the revocation of school approval status.

PART II: LEGAL STATUS/ORGANIZATION

1. Name of the person(s) or organization(s) which serve(s) as the legal owner(s) of the school
Sharon Terry
2. Is the school nonsectarian? ☒ YES ☐ NO
3. Does the school have tax exempt status? ☐ YES ☒ NO
4. Is the school or its legal owner(s) incorporated in the State of Maine? ☒ YES ☐ NO
5. Please attach a copy of the State of Maine incorporation document. *Sub. 07-08*

PART III: HEALTH AND SAFETY REQUIREMENTS

1. BUILDING STANDARDS

Please submit documentation for the following items (a) through (g) (a signed communication stating the nature and date of the inspection and the official completing the inspection is sufficient):

- a. The State Fire Marshal or your local municipal fire department approved your school facilities within the last five years; ☒ YES ☐ NO
- b. Your school has been approved by an inspector of the Department of Health and Human Services or a licensed plumbing inspector for compliance with the State plumbing code; ☒ YES ☐ NO
- c. Each room used for instructional purposes has sufficient air changes and air temperature to produce healthful conditions; ☒ YES ☐ NO
- d. The school has a comprehensive All Hazards Emergency Management Plan including bomb threat policies and protocols which are clearly understood by faculty, staff, students, and parents; ☒ YES ☐ NO
- e. If your school has been inspected by other officials under State or municipal health, safety, building code or similar ordinances or regulations, include the reason for this being done; ☐ YES ☒ NO
- f. Does your school include a kitchen for preparation of meals?
IF YES, please provide documentation that the kitchen has been approved by the Department of Health and Human Services for compliance with applicable regulations within the last twelve months (Maine Department of Health and Human Services Regulation 200); ☒ YES ☐ NO
- g. Does your school obtain water from a private source?
IF YES, please attach documentation that the water has been tested and found acceptable by the Department of Health and Human Services within the last twelve months. ☒ YES ☐ NO

2. OTHER HEALTH RELATED REQUIREMENTS

Please attach documentation for the following items (a) through (d): *Submitted 2007-08*

- a. The school requires that all students are immunized against the common childhood diseases in accordance with Title 20-A M.R.S.A. Sections 6352-6359;
- b. School health services and the services of a school nurse and school physician are available;

- c. Student medications are administered in accordance with Title 20-A M.R.S.A. Section 254, [5] and Maine Department of Education Regulation Chapter 40;
- d. Health screening is conducted in accordance with Title 20-A M.R.S.A. Sections 6451-6454 and Maine Department of Education Regulation Chapter 45.

PART IV: INSTRUCTIONAL TIME/CURRICULUM

1. INSTRUCTIONAL TIME

- a. The school calendar provides for at least 175 days of instructional days during 2008-09. YES NO
 Attach the adopted school calendar for 2008-2009, stating the number of instructional days, indicating any in-service days, emergency days, and the graduation date for seniors (if appropriate).
- b. The school provides at least 25 hours per week of instruction to each student. YES NO
- c. The school provides a Monday-Friday week of instruction to each student. YES NO
 (IF NO, Please explain)
 Provide a typical weekly master schedule showing subjects, teachers, and time allocations.
submitted 2007-08

2. CURRICULUM

- a. Elementary – The school provides a sequential course of studies for all students as specified in Title 20-A M.R.S.A. Section 2902, [3] and [4] including a basic curriculum aligned with the system of *Learning Results* and Sections 4701, 4706 and 4711 as follows:

1. English language arts	YES	NO
2. social studies	YES	NO
3. instruction in American history, Maine studies and Maine Native American History	YES	NO
4. science and technology	YES	NO
5. mathematics	YES	NO
6. health education including physiology and hygiene	YES	NO
7. visual and performing arts	YES	NO
8. physical education	YES	NO
9. world language	YES	NO
10. career preparation	YES	NO
- b. Secondary – The school provides instruction as specified in Title 20-A M.R.S.A. Section 2902, [3] and [4] including a basic curriculum aligned with the system of *Learning Results* and Sections 4701, 4704, 4706, 4722, 4723 and 4724 as follows:

1. Four years of English	<u>YES</u>	NO
2. Two years of social studies and history, including American history and government and grades 7-8)	<u>YES</u>	NO
3. Two years of science (including at least one year of laboratory study) and technology, including computer skills instruction	<u>YES</u>	NO
4. Two years of mathematics	<u>YES</u>	NO
5. One year of fine arts (which may include art, music, forensics or drama)	<u>YES</u>	NO
6. Health and physical education including physiology and hygiene.	<u>YES</u>	NO

PART V: RECORDS/RECORD KEEPING/NOTES

- | | | | |
|-----|--|--------------------------------------|----|
| 1. | The school maintains a daily written attendance record for each student. | <input checked="" type="radio"/> YES | NO |
| 2. | The school files a certificate of attendance showing the enrollment of students with the superintendent of each student's school unit of residence within two weeks of the start of the school year. | <input checked="" type="radio"/> YES | NO |
| 3. | The school notifies the superintendent of schools of the student's school unit of residence when a student withdraws from the school, is expelled or is habitually truant from school. | <input checked="" type="radio"/> YES | NO |
| 4. | Copies of student records are stored in fire proof files or duplicated and stored in a different building. | <input checked="" type="radio"/> YES | NO |
| 5. | Student academic reports are sent to parents at least quarterly. | <input checked="" type="radio"/> YES | NO |
| 6. | Records on the immunization of each student are kept as part of the permanent student records (Title 20-A M.R.S.A. Section 2902 [1]). | <input checked="" type="radio"/> YES | NO |
| 7. | Student records are forwarded immediately to other approved schools when a student transfers (Title 20-A M.R.S.A. Section 2902 [8]). | <input checked="" type="radio"/> YES | NO |
| 8. | In the event the school closes, the school will make arrangements to transfer all student records to the superintendent of schools in the administrative unit where the school is located. | <input checked="" type="radio"/> YES | NO |
| 9. | Parents (or guardians) have access upon request to student records concerning their minor child(ren). | <input checked="" type="radio"/> YES | NO |
| 10. | Parents are made aware of their rights according to the Family Educational Rights and Privacy Act (FERPA). | <input checked="" type="radio"/> YES | NO |

PART VI: MISCELLANEOUS INFORMATION / UPDATE

1. If there has been a significant change since submission of the last annual report in any of the following, please describe the changes on an attached sheet:
 - a. Programs of study, including testing and evaluation procedures, curriculum changes, course changes, and educational goals
 - b. Physical facilities
 - c. Professional staff
2. Please submit the school's policy regarding the use of timeout including length of time a student may be kept in timeout, a description of those locations where timeout may occur and a policy for recording each incident leading to timeout including the length of time spent in timeout.
3. Please submit a policy regarding the school's use of therapeutic restraints. *Previously submitted*

PART VII: ADDITIONAL INFORMATION

- | | | | |
|----|---|-----|-------------------------------------|
| 1. | Does the school have written agreement(s) with the placement school administrative unit(s), stating that the placement school(s) will recognize work completed at the special purpose private school and issue credits from the placement school administrative unit(s)? If yes, please attach a copy of the written agreement. | YES | <input checked="" type="radio"/> NO |
| 2. | Does the school have a written agreement(s) with the placement school administrative unit(s), stating that secondary education students will receive a diploma from the placement school administrative unit(s)? If yes, please attach a copy of the written agreement. | YES | <input checked="" type="radio"/> NO |

PART VIII: SCHOOL STAFF

- | | | | |
|----|--|--------------------------------------|----|
| 1. | All staff are appropriately registered, licensed or certified as special education professionals for their job titles. (Please provide a list of all staff members including their job titles, job responsibilities and a copy of their current registration, license or certification as appropriate). (Title 20-A M.R.S.A. Section 2902[5] and Section 2907[F], Department of Education Regulation Chapter 101 Section XII [2] [A] [1] [c]). | <input checked="" type="radio"/> YES | NO |
|----|--|--------------------------------------|----|

2. Please provide documentation that the education administrator for the program possesses licensure either as a Special Education Administrator or as a Special Educator, has a minimum of a Masters Degree in Special Education or related field and has a minimum of one year of administrative experience. Department of Education Regulation Chapter 101, Section XII (2) (A) (1) (h).
3. Please provide documentation of staff orientation and training that is consistent with the needs of the children served by the school and provides an average of at least two hours per month of relevant training of all staff including non-professional staff. Department of Education Regulation Chapter 101, Section XII (2) (A) (1) (d).

YES

~~NO~~

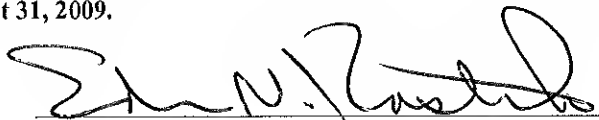
YES

NO

PLEASE DO NOT WRITE BELOW THIS LINE - FOR DOE USE ONLY

This is a complete and acceptable report and the school is granted a renewal of basic school approval for the period commencing September 1, 2008 and ending August 31, 2009.

11/12/08
(Date)


(School Approval Specialist)

Please submit required documentation to:

Edwin N. Kastuck, Ph.D.
Maine Department of Education
23 State House Station
Augusta, Maine 04333-0023


Teachers receive orientation and training at staff meetings held for an hour on a weekly basis. A review of basic special education and FERPA regulations are held yearly. Teachers also participate in three inservice days a year. Topics are directly related to teaching and learning (reviewing curricula to assure compliance with Maine Learning Results, Differentiation of Instruction, and Writing Across the Curriculum), or to specific needs of children with specific handicapping conditions. Nonprofessional staff receive three to four hours of training per month in the Therapeutic Milieu directly related to the emotional needs of the students.

004441178-29

CERTIFICATE NUMBER	CLASS	TYPE OF CERTIFICATE	LEVEL	ENDORSEMENT(S)					*	VALIDATION DATE	EXPIRATION DATE
17	TEACHER	34 PROFESSIONAL	7-12	282						07/01/06	07/01/11
16	TEACHER	34 PROFESSIONAL	K-8	282						07/01/06	07/01/11
15	CHRC	APPROVAL	K-12						NO	07/01/06	07/01/11

MARY E WATERS
10 WILLOUGHBY FARM RD
WESTBROOK ME 04092

STATE OF MAINE
Department of Education



TEACHER CERTIFICATE(S)
THIS IS TO CERTIFY THAT THE PERSON NAMED HEREON IS
LICENSED TO TEACH IN THE SCHOOLS OF MAINE WITHIN THE
LIMITATIONS OF THE CERTIFICATE(S) LISTED.

Deann A. Henderson
COMMISSIONER

EXPLANATION OF HEADINGS

CERTIFICATE ID NUMBER - USED TO IDENTIFY
CERTIFICATE. PLEASE USE THIS NUMBER IN ALL
CORRESPONDENCE REGARDING CERTIFICATE.

LEVEL - GRADE SPAN FOR WHICH CERTIFICATE IS
VALID.

ENDORSEMENT - ALL ENDORSEMENT AREAS ARE
DEFINED BY CODE NUMBERS IN THIS SECTION
(SEE CODES ON BACK).

*If 'yes', see accompanying letter for exceptions to CHRC.

SAU 
Show 

Show Report

Staff Certification Summary Report

SAU:

No Certification Violations Found For This SAU.

SAU 
Show 

Show Report

Staff Certification Summary Report

SAU:

No Certification Violations Found For This SAU.

Report data current as of 10/20/2008 5:40:59 AM

Report data current as of 11/10/2008 5:16:09 AM